

# 2011 Right To Know Survey Update Instructions

## **NEW REQUIREMENTS**

- A Survey Update is NOT required every year unless you have added new hazardous chemicals to your list of products during calendar year 2011***
- The 2013 Complete RTK Survey for all public employers will be due on July 2014.***

This booklet contains all the instructions for completing the Right to Know (RTK) Survey Update. A separate survey is required for each facility owned, leased, or operated by a public employer. A “facility” means the “building, equipment and contiguous area at a single location used for the conduct of business.” This includes any buildings where employees are periodically assigned.

The 2011 RTK Survey Update pages can be found at [www.nj.gov/health/rtkweb](http://www.nj.gov/health/rtkweb) or you must contact NJDHSS at 609-984-2202 or [rtk@doh.state.nj.us](mailto:rtk@doh.state.nj.us), with the name and address of the facility and we will send you a new survey update cover page.

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## GENERAL INFORMATION

New Jersey public employers must comply with the requirements of the New Jersey Worker and Community RTK Act. The four major requirements are:

1. Report all hazardous chemicals listed on the RTK Hazardous Substance List that are present at each of your facilities by completing a **RTK Survey** and **RTK Survey Updates** for each facility.

This booklet contains instructions for completing the RTK Survey Update. This survey update is being conducted by the New Jersey Department of Health and Senior Services (NJDHSS) as required by the Worker and Community RTK Act (N.J.S.A. 34:5A-1 et seq.) and regulations (N.J.A.C. 8:59). If you have hazardous substances at your facility that are NOT listed on your 2010 Survey Update it is mandatory that the 2011 Survey Update will be returned to the New Jersey Department of Health and Senior Services by July 15, 2012.

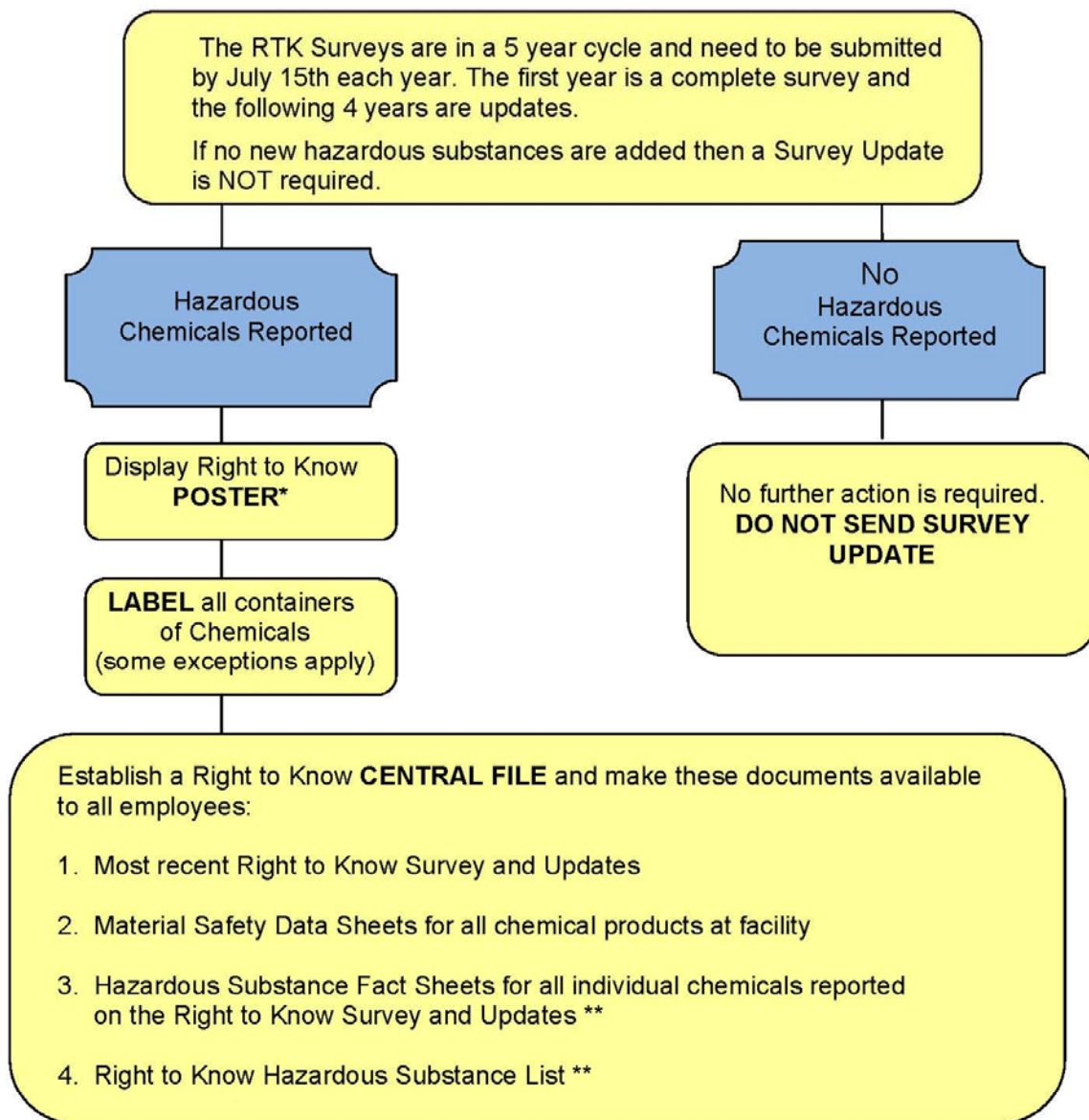
The purpose of the RTK Survey is to:

- Inform your employees about hazardous chemicals present at your facility.
  - Provide an inventory of hazardous chemicals present at your facility to your local fire, police and health departments and local emergency planning committee (LEPC), so that they may adequately plan for and respond to emergencies, and to provide the public with access to this information.
2. **Label** containers of chemical products.
  3. Establish a RTK **Central File** at each facility that reports the presence of hazardous chemicals. (The “Summary of the Requirements of the New Jersey Worker and Community RTK Act for Public Employers” flow chart on page 4 of this booklet lists the documents that must be kept in the central file.)
  4. Post a RTK **poster** in each facility.

If you have questions regarding the law or survey completion after reviewing this instruction booklet you should contact the NJDHSS RTK Infoline at 609-984-2202, or email the RTK Program at [rtk@doh.state.nj.us](mailto:rtk@doh.state.nj.us).

You can download documents explaining the above requirements from the RTK Program’s website at [www.nj.gov/health/rtkweb](http://www.nj.gov/health/rtkweb).

SUMMARY OF THE REQUIREMENTS OF THE NEW JERSEY  
WORKER AND COMMUNITY RIGHT TO KNOW ACT  
FOR PUBLIC EMPLOYERS



\*Right to Know posters and brochures (English and Spanish) can be obtained from NJDHSS. Use the on-line order form on the Right to Know Program's website [www.nj.gov/health/rtkweb](http://www.nj.gov/health/rtkweb) or call the Right to Know Program at (609) 984-2202.

\*\*The RTK Hazardous Substance List and Hazardous Substance Fact Sheets are available online at [www.nj.gov/health/rtkweb](http://www.nj.gov/health/rtkweb).

## RTK SURVEY INSTRUCTIONS

### PLEASE NOTE

Starting with the 2011 Right to Know Survey Update, the Right to Know (RTK) Program is changing the requirements for submitting the RTK Surveys Updates with the goal of starting electronic survey submission in the near future.

If you have **no hazardous chemicals** or **no changes** to your list of products from 2008, 2009 and 2010, **YOU DO NOT HAVE TO SUBMIT** the 2011 RTK Survey Update.

FOR FACILITIES THAT ARE REPORTING CHEMICALS, INVENTORY PAGES MUST BE ATTACHED.

**DO** complete all sections on the first page of the survey update. Sign and submit the survey by July 15, 2012 only if you have **new products containing hazardous chemicals** that were brought to your facility during calendar year 2011.

**DO** submit inventory pages if you have chemicals or chemical products at your facility that have ingredients that appear on the New Jersey Department of Health and Senior Service (NJDHSS) RTK Hazardous Substance List. Complete all columns (1) through (10) as well as the identification information on the top left hand side of the page (plus column (11) if you have Large Quantities). The inventory pages can be found on the RTK Program's website – [www.nj.gov/health/rtkweb](http://www.nj.gov/health/rtkweb).

**DO** take your time completing the survey and reading the instructions. If you are not sure how to complete the survey, call the RTK Infoline for help at (609) 984-2202, or attend one of the free Survey Workshops. Surveys containing errors will be returned for correction.

**DO** mail your original signed survey to NJDHSS, RTK Program by July 15, 2012, and mail copies to your County Lead Agency, local health department (not the Board of Health), local fire and police departments, and local emergency planning committee. **KEEP A COPY OF THE SURVEY UPDATE AT YOUR FACILITY IN YOUR RTK CENTRAL FILE WITH YOUR 2008 RTK SURVEY AND YOUR 2009 AND 2010 RTK SURVEY UPDATES.**

**DO remember, you cannot make changes to your NJEIN, SIC/NAICS or Co/Mun codes which are unique for every facility.**

**DO** make changes to your mailing address or facility location address directly on the form if they have been changed.

**DO** notify the NJDHSS, RTK Program, by letter if a facility no longer exists. Include the month and year when the building was no longer used by you and a brief description of why (e.g. building sold, building demolished, building no longer leased). If the building was owned or occupied during any part of the calendar year, you are still required to complete a survey for that reporting year. If the building is vacant but your employer owns it, a survey is still required.

**Do use the 2011 Survey Update pages that can be found at [www.nj.gov/health/rtkweb](http://www.nj.gov/health/rtkweb).** Each year the forms change; photocopying a form from a previous year is not acceptable. If your form is incorrect, it will be returned.

## COMMONLY ASKED RTK SURVEY QUESTIONS

### GENERAL QUESTIONS

**Q: What must I report on the survey?**

A: You must report all chemical products containing hazardous ingredients that are present at your facility which do not appear on your 2008 RTK Survey and your 2009 and 2010 RTK Survey Updates. List the product name and the product's hazardous chemical ingredient(s), as well as requested inventory information.

**Q: What is considered a hazardous chemical ingredient?**

A: All chemicals listed on the RTK Hazardous Substance List are considered to be hazardous.

**Q: May I use computerized chemical inventory pages instead of the pages provided by NJDHSS?**

A: Yes, as long as they follow the **same format** as the NJDHSS form. Your format must be approved by NJDHSS before you start to use them. Send sample pages with sample data for approval to:

RTK Program  
Attn: Survey Project  
New Jersey Department of Health and Senior Services  
P.O. Box 368  
Trenton, NJ 08625-0368

If you already have an approval number, you do not need to resubmit the chemical inventory pages for approval. However, you must change the heading of the chemical inventory pages to state "2011 RTK Survey Update."

**Q: Will NJDHSS accept a partially completed RTK Survey?**

A: No. Incomplete or incorrect surveys will not be logged in as received. They will be returned to you for completion or correction with no extension of the submission deadline. Be sure that you read the directions, submit all pages, and complete **all** entries correctly.

**Q: Who should sign the survey?**

A: A public official who is responsible for the facility and who can be contacted to verify and/or clarify information reported on the survey form. The public official must sign and date the form. A consultant's signature is not acceptable.

## **FACILITY REPORTING QUESTIONS**

**Q: What is considered a “facility”?**

A: A “facility” means a building or buildings and its surrounding property at a single location. A facility includes a building where employees are periodically assigned.

**Q: What is the NJEIN number and why is it important?**

A: NJEIN stands for “New Jersey Employer Identification Number.” Each employer was assigned an eight digit number by the New Jersey Department of Labor and Workforce Development (e.g., 43678800). NJDHSS then assigned three more digits to this number to specifically identify each facility reported by the employer (e.g., 43678800000, 001, 002). This is the number by which NJDHSS tracks the receipt of your survey. This facility number is found on the survey cover sheet above the mailing address. The correct NJEIN must be entered on each page of your survey or your survey cannot be processed. For new authorities and other public employers the NJEIN will be based on your Federal Employer Identification Number (e.g., 22123456).

**Q: What are the SIC and NAICS codes and why are they important?**

A: The four-digit SIC code stands for “Standard Industrial Classification” and was assigned by the New Jersey Department of Labor and Workforce Development to identify an employer’s primary activity. For example, all municipalities have a SIC code of 9131 and all schools (K-12) have a SIC code of 8211. This number assists NJDHSS in tracking the receipt of your survey. This number is found on the survey cover sheet above the mailing address. The SIC code must be entered on each page of the survey. SIC codes have recently been replaced by North American Industry Classification System (NAICS) codes, a six-digit code. Both codes were listed on the 2010 RTK Survey Update cover sheet so you can see the equivalent SIC-NAICS codes. Copy these codes from the 2010 Survey Update cover sheet and put them on the 2011 Survey Update cover and inventory pages.

**Q: Must I complete a survey for a building that we no longer use and is empty?**

A: Yes, as long as the public employer owns the building. The obligation to complete a survey ends when the building is sold or demolished. You must let NJDHSS know when this occurs.

**Q: Must I complete a separate survey for each department located in one building? Can I combine the departments’ reporting into one survey?**

A: Yes, **but be sure** to notify NJDHSS that this is being done. You must provide the NJEIN, employer name and department name for each survey that you eliminate **and** stipulate which NJEIN will now cover the reporting for the entire building. This can also be done to combine buildings which meet the above definition of a “facility.”

If you combine surveys, you should continue to complete separate chemical inventories by departments or buildings. If this method is used, list the products on separate inventory pages for each department (or building) and state the department (or building name) as well as the facility name in the space requesting “Facility Name” (e.g., “Town Hall-Police Department” or “Town Hall-Maintenance Department”). All inventory pages should then be attached to one cover page using one NJEIN.

**Q: Must I fill out this survey even if I have no hazardous chemicals present at my facility?**

A. **NO.** If there are no hazardous substances at a facility you are **NOT** required to submit the 2011 RTK Survey Update.

**Q: Must I fill out a survey if the facility no longer belongs to my employer?**

A: No. If you have received a survey for the facility you must advise NJDHSS in writing that you are no longer responsible for this facility. Be sure to list its NJEIN in your notification. To ensure that NJDHSS is given the correct information, include a copy of the Survey cover sheet sent for the facility with your notification.

**Q: My school district has three schools at different locations. Can I submit one survey for all three schools?**

A: No. One survey must be submitted for each school since they are at different locations. Call NJDHSS to request additional forms, if necessary.

**Q: My facility includes separate buildings. How should I report?**

A: A facility can include several buildings at the same location. The most useful and effective method for reporting is to complete one survey cover page for the entire facility, and to list the products containing hazardous chemicals on separate inventory pages for each building. Indicate which building the inventory page represents in the space requesting "Facility Name" (e.g., Municipal Complex-Department of Public Works).

**Q: Our agency leases and occupies a portion of a building. Must we submit a RTK Survey or is the landlord responsible for filing the RTK Survey?**

A: It is your responsibility to submit a RTK Survey for the portion of the building that you lease. You must also complete Check Box "E" on the cover page of the Survey and report what other agencies or organizations occupy the rest of the building.

**Q: Must surveys be submitted for pumping stations, lift stations, well houses, and other unstaffed worksites at geographically remote locations?**

A: Yes, if there are buildings present. Separate surveys must be submitted for each location. Be sure to report any fuel used to power the equipment.

**Q: If a subcontractor is doing work at my facility and leaves chemical products on the premises, do I list the hazardous chemicals found in their products on my survey?**

A: Yes, you must list them on your survey if they are present when you are completing your survey.

**Q: If there is more than one public employer that occupies space in a facility, who completes the survey?**

A: Each public employer completes a survey for the portion of the facility that they occupy.

**Q: Who is responsible for filing surveys for volunteer fire department and emergency squad facilities?**

A: If the building is owned by the municipality or a fire district, they are responsible for filing the survey. If the volunteers own the building, no survey is required.

**Q. We have a Research and Development (R&D) laboratory which was approved by**



**NJDHSS and NJDEP to receive an exemption as defined by law. Must a survey be submitted for the chemicals found in this laboratory?**

- A. No survey is required for approved R&D laboratories. If you wish to apply for a R&D laboratory exemption, call the RTK Program for instruction at (609) 984-2202.

### **CHEMICAL INVENTORY REPORTING QUESTIONS**

**Q: If a chemical has a Chemical Abstracts Service (CAS) number, does that mean it is hazardous?**

- A: No. A CAS number is a unique identifier assigned to specific chemical substances, regardless of hazard, just as each person is assigned his or her own social security number. For example, "water" is assigned the CAS number of "7732-18-5."

**Q: I have a Material Safety Data Sheet (MSDS) that lists a hazardous chemical which is not listed on the RTK Hazardous Substance List. How do I find out whether it is listed under a different name (synonym) on the RTK Hazardous Substance List?**

- A: Obtain the CAS number from the MSDS or from the product's manufacturer if it is not on the MSDS or label. Then search the RTK Hazardous Substance list by CAS Number on the RTK website [www.nj.gov/health/rtkweb](http://www.nj.gov/health/rtkweb). If found, you should report this chemical under the name found on the list next to the CAS number.

**Q: I have over 100 gallons of a product containing a hazardous substance in a storage room. The same product is also found in smaller amounts in several places in the facility. Which inventory page do I use?**

- A. Both. You should report the product twice. The product present in the storage room should be reported on the "Large Quantities at Single Locations" page with its exact location in the facility. For this same product found in smaller amounts, list it on the "Small Quantities" page and list each location or state "facility-wide" in the Location column.

**Q: How do I report?**

A:

Diesel Fuel – "Diesel Fuel"	Substance No. 2444	DOT #1202
Heating Oil	Substance No. 2444	DOT #1202
Motor Oil – "Motor Oil"	Substance No. 2651	DOT #1270
Transmission Fluid – "Mineral Oil" (Highly Defined)	Substance No. 1437	-----

**Q: Should I report the hazardous chemicals found in copy machine toners and developers?**

- A: No. You do not have to report the hazardous chemicals in copy machine toners and developers if there is no foreseeable potential physical contact between employees and the chemical (e.g., **self-contained hard plastic cartridges**).

**Q: Is there an efficient way that paints can be reported?**

A: Yes. For paints only, you may group them together as “water-based paints” and “oil-based paints.” Use these categories as the “PRODUCT NAME” on the inventory page. Then list all the hazardous ingredients found in these product categories. See the **example** shown in the directions for completing the Small Quantity Inventory Page.

**Q: Must I report products which are sold over-the-counter to consumers, such as bleach, disinfectants, paints, and antifreeze?**

A: Yes. You must report the hazardous chemicals in these products, regardless of container size, if an employee’s use and exposure to the product is significantly greater than the exposure received by a consumer **during home usage**.

**Q: Should I report the hazardous chemicals in the small bottles of liquid correction fluid such as White Out and Liquid Paper?**

A: No.

**Q: Should I report an ingredient that only gives a New Jersey Trade Secret Registry Number (e.g., TSRN 73018100000-5003)?**

A: Yes, if you can determine that the ingredient is hazardous from any warning statements on the label or from the MSDS. Enter the number as the ingredient of the product.

**Q: Is there a container size threshold below which containers do not have to be labeled?**

A: No.

**Q: Does this threshold apply to survey reporting requirements?**

A: No.

**Q: What do I not have to report on my RTK Survey?**

A:

- Any solid article (a manufactured item formed to its final shape or design) which is not used in a manner which changes its physical form, and which does not pose any acute or chronic health hazard to employees or emergency responders who are exposed to it.
- Consumer products if they are not used more frequently than a consumer would use them at home.
- Any fuel in a motor vehicle.
- Products which are the personal property and are for the personal use of an employee.
- Biological organisms, tobacco products, wood products, and foods, drugs, or cosmetics intended for personal consumption by employees.
- Substances which are an integral part of a facility structure or furnishings.
- Materials kept in an evidence locker or room by a law enforcement agency.
- TNT, Ammunition, Blasting Agents, Smoke Bombs, Explosives and Tear Gas.

## RTK ENFORCEMENT

The New Jersey Department of Health and Senior Services, RTK Program, conducts inspections of workplaces to determine compliance with the Worker and Community RTK Act rules (N.J.A.C. 8:59).

Compliance inspections of public employers include: verifying the accuracy of the information reported on the RTK Survey and Survey Updates, ensuring that chemical containers are labeled in accordance with the RTK rules (N.J.A.C.8:59-5), ensuring that the employer has a complete RTK Central File (N.J.A.C.8:59-7) and ensuring that there is a RTK Poster (N.J.A.C.8:59-6) in each facility.

Penalties may be imposed for those facilities that are out of compliance.

Visit the RTK Program's website at [www.nj.gov/health/rtkweb](http://www.nj.gov/health/rtkweb) to learn more about the RTK Act rules or call the RTK Infoline at (609) 984-2202 and speak to one of our representatives about the RTK Act's requirements for your facility.

## REFERENCE SOURCES ABOUT HAZARDOUS CHEMICALS, SYNONYMS AND CAS NUMBERS

Chemical Abstract Service	P.O. Box 3012 Columbus, Ohio 43210 <a href="http://www.cas.org">www.cas.org</a>	(800) 848-6538
The Merck Index	Merck and Co., Inc. One Merck Drive P. O. Box 100 Whitehouse Station, N.J. 08889 <a href="http://www.merck.com">www.merck.com</a>	(908) 423-1000
Hawley's Condensed Chemical Dictionary	John Wiley and Sons Ltd. 111 River Street Hoboken, NJ 07030-5774 <a href="http://www.wiley.com">www.wiley.com</a>	(201) 748-6000
Registry of Toxic Effects Of Chemical Substances (RTECS)	<a href="http://www.cdc.gov/niosh.rtecs">www.cdc.gov/niosh.rtecs</a>	(800) 232-4636
National Library of Medicine Medline, Toxnet	8600 Rockville Pike Bethesda, MD 20894 <a href="http://www.nlm.nih.gov">www.nlm.nih.gov</a>	(888) 346-3656
Hazardous Substance Data Base (HSDB)	Two Democracy Plaza, Suite 510 6707 Democracy Blvd., MSC-5467 Bethesda, MD 20892-5467 <a href="http://toxnet.nlm.nih.gov">http://toxnet.nlm.nih.gov</a>	(888) 346-3656
NIOSH Pocket Guide to Chemical Hazards	Centers for Disease Control & Prevention NIOSH 1600 Clifton Road Atlanta, GA 30333 <a href="http://www.cdc.gov/niosh/npg">www.cdc.gov/niosh/npg</a>	(800) 232-6348
American Conference of Governmental Industrial Hygienists (ACGIH)	ACGIH 1330 Kemper Meadow Drive Cincinnati, Ohio 45240 <a href="http://www.acgih.org">www.acgih.org</a>	(513) 742-2020
National Institutes of Health- Household Products Database	<a href="http://householdproducts.nlm.nih.gov">http://householdproducts.nlm.nih.gov</a>	



New Jersey Department of Health and Senior Services

**2011 RIGHT TO KNOW SURVEY UPDATE**

(Meets requirements of the Workplace Survey)

*Please type or print form.*

NJEIN	SIC/NAICS	Co/Mun	Due Date	IMPORTANT: A separate survey must be completed for each facility.
43811100002	9131/921140	2202	7/15/12	
Anytown Borough – Dept. of Public Works Attn: Administrator 123 Main Street Anytown, NJ 12345-4002  (Mailing Address)				4 Puddle Road Anytown  (Facility Location)

**CHEMICAL INVENTORY STATUS (check only one box)**

1. ☒ There have been additions to the list of products reported on the 2008 Right to Know Survey and the 2009 and 2010 Right to Know Survey Updates. These additions are reported on the attached inventory pages.
2. ☐ A complete inventory is being submitted instead of an update.

**FACILITY EMERGENCY CONTACT**

Name: Al. B. Paving Telephone Number: (201) 555-3000

**CERTIFICATION OF RESPONSIBLE OFFICIAL**

I certify under penalty of law that I have personally examined and am familiar with the information submitted in this document and all attachments, and that based on my inquiry of those individuals immediately responsible for obtaining the information, believe that the submitted information is true, accurate and complete.

Name (print): Janet Wisniewski Title: Town Manager  
Email Address: JWISNIEWSKI@ANYTOWN.NJ.NET Telephone Number: (201) 555-3333  
Signature: Janet Wisniewski Date: May 2, 2012

You are required to send a copy of this Survey Update to your County Lead Agency, local health department, local fire and police departments, and Local Emergency Planning Committee.

You must attach a copy of this Survey Update to the 2008 Right to Know Survey and the 2009 and 2010 Right to Know Survey Updates, place them in your Right to Know Central File and make them available to your employees.

Return signed original to:  
RTK SURVEY UPDATE  
NJDHSS  
PO BOX 368  
TRENTON, NJ 08625-0368

### WHERE TO SEND THE SURVEY UPDATE

- \_\_\_ Make at least six (6) copies of the completed Right to Know Survey Update.
- \_\_\_ Send the signed original to:
- RTK Survey Update  
NJDHSS  
PO Box 368  
Trenton, NJ 08625-0368
- \_\_\_ Keep a copy of your 2011 Right to Know Survey Update at your facility. Attach it to the front of the 2008 Right to Know Survey and the 2009 and 2010 Right to Know Survey Updates.
- \_\_\_ Send a copy of your Right to Know Survey Update to the following agencies:
- \_\_\_ your local fire department,
  - \_\_\_ your local police department,
  - \_\_\_ your designated County Lead Agency,
  - \_\_\_ your Local Emergency Planning Committee (c/o your Town Hall),
  - \_\_\_ your Local Health Department (not the Board of Health).

### HAZARDOUS CHEMICAL INVENTORY CODES

#### COLUMN 5 New Codes Added (2006) CONTAINER CODES

TA	Above ground tank
TB	Below ground tank
TI	Tank inside building
DS	Steel drum
DP	Plastic drum
DF	Fiber drum
CN	Can
CB	Carboy
SI	Silo
BA	Bag
BX	Box
CY	Cylinder
BG	Bottles or jugs (glass)
BP	Bottles or jugs (plastic)
BN	Tote bin
TW	Tank wagon
RC	Railcar
BT	Battery
HV	HVAC
EE	Electrical Equipment
OT	Other (describe)

#### COLUMN 6 MIXTURE CODES

61	Unknown
60	100%
59	90 to 99%
58	80 to 89%
57	70 to 79%
56	60 to 69%
55	50 to 59%
54	25 to 49%
53	10 to 24%
52	1 to 9%
51	0.1 to 0.9%

#### COLUMN 7 Revised (2005) INVENTORY RANGE CODES

20	10 Million or Greater
19	1,000,000 to 9,999,999
18	500,000 to 999,999
17	100,000 to 499,999
16	25,000 to 99,999
15	10,000 to 24,999
14	1,000 to 9,999
13	500 to 999
12	100 to 499
11	10 to 99
10	1 to 9
09	Less than 1

#### COLUMN 8 UNITS OF MEASURE

C = Cubic feet for gases  
P = Pounds for solids  
G = Gallons for liquids

#### COLUMN 9

Enter the estimated number of exposed or potentially exposed employees.

#### COLUMN 10 SPECIAL HEALTH HAZARD CODES (See RTK Hazardous Substance List - SHH Column)

CA	Carcinogen
MU	Mutagen
TE	Teratogen
CO	Corrosive
F4	Flammable - Fourth Degree
F3	Flammable - Third Degree
R4	Reactive - Fourth Degree
R3	Reactive - Third Degree
R2	Reactive - Second Degree

## SURVEY COVER PAGE INSTRUCTIONS

**Download the 2011 Survey Update Cover page from Website**, enter and save information onto the form. The RTK Program's website address is [www.nj.gov/health/rtkweb](http://www.nj.gov/health/rtkweb).

### MAILING ADDRESS BOX

Review the information in the mailing address box. If you wish to correct or change your mailing address, make the changes directly on the survey cover form. Do not alter the top row of identifying numbers. Your completed survey must be returned to NJDHSS by July 15, 2012. **THE DEADLINE IS SET BY STATUTE AND CAN NOT BE EXTENDED.**

NJEIN	SIC/NAICS	COUNTY/ MUNICIPALITY	SURVEY DUE DATE	Survey Due Date
43811100002	9131/921140	2202	7/15/12	←
ANYTOWN BOROUGH – DEPT. OF PUBLIC WORKS				
ATTN: <del>ADMINISTRATOR</del> J. DINGER				
<del>123 MAIN STREET</del> 125 MAIN STREET				
ANYTOWN, NJ 12345-4002				
Indicate changes to mailing address on label				

Addressee Change →

Mailing Address Change →

### **FACILITY LOCATION BOX**

Review the information in the pre-printed facility location box.

The address in this box must indicate the actual physical location of your facility. (A post office box is NOT a physical location) If the address does not indicate the exact location, make any changes directly on the form.

### **CHEMICAL INVENTORY STATUS**

If you have **no hazardous chemicals** or **no changes** to your list of products from 2008, 2009 and 2010, **YOU DO NOT HAVE TO SUBMIT** the 2011 RTK Survey Update.

By checking box #1, you are indicating that you have new hazardous substances that do not appear on your 2008 RTK Survey or your 2009 and 2010 RTK Survey Updates. If you check box #1, you need to submit inventory pages listing the new hazardous substances.

If you check box #2, you need to submit a complete hazardous chemical inventory with attached **inventory pages** listing all hazardous substances present at your facility.

## **FACILITY EMERGENCY CONTACT**

In case of an emergency at the facility such as a fire, explosion or spill, enter the name and telephone number of the person assigned to be contacted by emergency responders during and after regular working hours.

## **CERTIFICATION OF RESPONSIBLE OFFICIAL**

Don't forget to **sign** and **date the survey**. If your survey is not signed, it will be returned to you for your signature.

The RTK Program must receive a survey with an **original signature**. If the original survey has been lost, then **re-sign** a copy of the survey and mail it to the RTK Program.

## **ADMINISTRATIVE MATTERS**

### **RTK Central File**

Attach a copy of your 2011 RTK Survey Update to your 2008 RTK Survey, 2009 and 2010 RTK Survey Updates. Place them in your **RTK Central File**.

### **Computerized Inventory Sheets**

If you have approval to submit your survey in a computerized format, make sure that the NAICS code appears on every sheet along with the NJEIN, SIC code, and employer and facility names. Make sure that your approval number appears in the bottom right-hand corner of every page of the **computerized inventory sheets**.

### **Download Inventory Forms from Website**

You can access the RTK Program's website for copies of the inventory forms. You can **download the inventory forms** and enter and save information onto the forms. These forms are available in a multi-page format. The RTK Program's website address is [www.nj.gov/health/rtkweb](http://www.nj.gov/health/rtkweb).

### **Questions**

If you have **questions** about how to complete the survey, please contact the RTK Program at (609) 984-2202 or e-mail us at [rtk@doh.state.nj.us](mailto:rtk@doh.state.nj.us).

### **Hazardous Substance Fact Sheets**

You can download new and revised English and Spanish Hazardous Substance Fact Sheets (HSFS) from the Right to Know Program's website at [www.state.nj.gov/rtkweb/rtkhsfs.htm](http://www.state.nj.gov/rtkweb/rtkhsfs.htm). Keep the RTK website address in your RTK Central File so that in the event of a chemical spill or emergency the RTK Hazardous Substance Fact Sheet for the chemicals involved can be referred to quickly. Employees and employee representatives have the right to request a copy of HSFS for chemicals they work with; allowing employee access to the RTK Program website can satisfy this requirement and provide effective way to ensure that the most up-to-date HSFS is provided in the event of an emergency.



## HAZARDOUS CHEMICAL INVENTORY CODES

The back of the RTK Survey coversheet (see page 14) lists the chemical inventory codes that are used in columns 5, 6, 7, 8 and 10 on the survey's chemical inventory pages. See "Chemical Inventory Form Instructions" (beginning on page 24) for information on how to select the appropriate codes.

This page containing the codes **MUST** be included with your completed survey that you are sending to the appropriate agencies. It explains the codes that are used on the Chemical Inventory pages.

### CHEMICAL INVENTORY FORM INSTRUCTIONS

## PREPARATORY ACTIVITIES

Please note the following:

You do **not** need to report the following items:

- "Articles" which are in a solid form and do not pose a health hazard.\*
- "Consumer Products" if exposure to the public employee is comparable to the average consumer's exposure to the product. To make this determination, consider the product's duration and frequency of use.
- Personal property of employees.
- Any hazardous chemical on the RTK Hazardous Substance List present at less than 1% of a mixture. (This does not apply if it is present in an aggregate amount of 500 pounds or more.)
- Any carcinogen, mutagen or teratogen (special health hazards) on the RTK Hazardous Substance List present at less than 0.1% of a mixture.
- See N.J.A.C. 8:59-1.3 definition of "Hazardous Substance" for additional exemptions.

**Step 1**     **Compile a list of all chemical products in containers\*\* that were present at your facility during 2011 that do not appear on your 2008 RTK Survey, 2009 and 2010 RTK Survey Updates.** You should obtain the information required on the survey in columns (2) through (11) at this time.

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\* Article - A manufactured item that is formed to a specific shape or design during manufacture, has end use function(s) dependent in whole or in part upon its shape or design during end use, and does not release, or otherwise result in exposure to, a hazardous chemical under normal conditions of use (e.g., a paperweight).

\*\* Container - A receptacle used to hold a liquid, solid, or gaseous substance, including, but not limited to, bottles, pipelines, bags, barrels, boxes, cans, cylinders, drums, cartons, vessels, vats, and stationary or mobile storage tanks. This does not include process containers or buildings (unless the building "is" the container, such as a salt shed.)

**Step 2** Compile a list of each product's chemical ingredients from the product Material Safety Data Sheets\* (MSDSs), container labels, and, if necessary, information from contacts with the manufacturer.

If the chemical ingredients cannot be obtained from MSDSs and labels, you must make a **good faith effort** to determine this information. If you cannot obtain this information after contacting the manufacturer or supplier at least twice, complete the form entitled "**Products with Unknown Ingredients.**" Keep written documentation of your good faith effort in your files.

**Step 3** Compare your chemical ingredient list with the RTK Hazardous Substance List. If a chemical ingredient appears on the RTK Hazardous Substance List, the product name and chemical ingredient name must be reported on the RTK Survey Update.

### **RTK HAZARDOUS SUBSTANCE LIST**

These instructions do not contain the RTK Hazardous Substance List (RTKHSL). For completion of the RTK Survey Update inventory sheets, you must use the RTK Hazardous Substance List which is available on the RTK website [www.nj.gov/health/rtkweb](http://www.nj.gov/health/rtkweb).

Use the "search for a Hazardous Substance" feature to see if the **specific chemical name and CAS number** of ingredients in your products are listed on the RTK Hazardous Substance List. If they are, this is the hazardous chemical name to be entered on the survey below the product name.

### **SELECTION OF THE INVENTORY PAGE**

After you have compiled your list of products and their hazardous chemical ingredients, select and complete the appropriate chemical inventory pages based on the quantity of the product. You must choose between the inventory pages covering "Large Quantities at Single Locations" and "Small Quantities." Inventory forms are located on the RTK Program's website [www.nj.gov/health/rtkweb](http://www.nj.gov/health/rtkweb).

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\* Material Safety Data Sheets (MSDSs) - Standardized forms prepared by manufacturers or suppliers which list basic information about a product including the chemical names of ingredients, health hazards, the product's physical properties, and special precautions to follow in handling the product.



## CHEMICAL INVENTORY FOR LARGE QUANTITIES AT SINGLE LOCATIONS

Select this page for reporting products whose total quantities exceed 99 pounds, gallons or cubic feet at a single location within your facility.

- All reported products on the Large Quantity inventory page must have inventory range codes of 12 and above.
- This separate listing of large quantities is intended to assist emergency responders in recognizing what and where the greatest potential hazards may be at your facility.
- Report ***all products*** with their hazardous chemical ingredients that are present in Large Quantities at a single location at your facility.
- **Generally, large quantities of individual products are found in warehouses, storerooms, tanks, drums or cylinders, including underground storage tanks.**
- An entry ***must*** be made in Column (11) - "Exact location of product on site," for Large Quantities.
- The Large Quantities inventory page(s) should be placed right after the survey cover sheet so that it can be quickly reviewed by emergency responders.
- You can download inventory forms from the RTK Program's website at [www.nj.gov/health/rtkweb](http://www.nj.gov/health/rtkweb) Once downloaded, you can enter your information, save, and print the completed form.

# RIGHT TO KNOW SURVEY UPDATE

## CHEMICAL INVENTORY FOR SMALL QUANTITIES

(USING INVENTORY RANGE CODES 09-11 FOR PRODUCTS IN QUANTITIES LESS THAN 100 POUNDS, GALLONS, OR CUBIC FEET)  
(PHOTOCOPY THIS SHEET IF YOU NEED ADDITIONAL FORMS)

NJ EIN		4 3 8 1 1 1 0 0 0 0 2										ENTER CODES (See Page 2 of Survey for Codes)						EXACT LOCATION OF PRODUCT ON SITE (Optional)									
SIC		9 1 3 1			9 2 1 1 4 0							C O N T A I N E R	M I X T U R E	I N V E N T O R Y	U N I T	NUMBER OF EMPLOYEES EXPOSED OR POTENTIALLY EXPOSED	SPECIAL HEALTH HAZARD CODES	(11)									
EMPLOYER NAME		Anytown Borough																									
FACILITY NAME		Department of Public Works																									
SUBSTANCE NUMBER	(1)	HAZARDOUS CHEMICAL NAME	(2)	CAS NUMBER	(3)	DOT NUMBER	(4)												(10)	(11)							
		PRODUCT NAME: Easy Floor Stripper																									
0275		2-Butoxy Ethanol																		52		10	G	1	CA, F2	Room 101	
0835		Ethanolamine																		53				CO, F2			
1076		Isopropyl Alcohol																		53				F3			
1571		Potassium Hydroxide																		52				CO			
		PRODUCT NAME: Oil-Based Paints																				11	G	6			Facility-Wide
0273		Butane-Some Paints																		61				F4			
0437		Chromic Trioxide – Some Paints																		61				CA, TE			
0851		Ethyl Benzene – Some Paints																		61				F3, CA			
1258		Methyl Ethyl Ketone – Some Paints																		61				F3			
		PRODUCT NAME: Continued																									
1594		Propane – Some Paints																		61				F4			
1866		Toulene – Some Paints																		61				TE, F3			
		PRODUCT NAME: Super Spray Adhesive																				09	G	10			Garage
0006		Acetone																		54				F3			
1255		Methylene Chloride																		52				CA, MU			
1268		Methyl Isobutyl Ketone																		52				F3			
1594		Propane																		53				F4			

OCC-51A

## CHEMICAL INVENTORY FOR SMALL QUANTITIES

Select this page for reporting all products whose quantities are less than 100 pounds, gallons or cubic feet.

- Most reporting will be done on this page.
- Inventory Range Codes of (11) and lower should be used on the Small Quantities page.
- An entry for Column (11) - "Location" is optional. However, it is suggested that this column be completed so that in the event that the product needs to be located, it can be easily found.
- Do not attach Material Safety Data Sheets to the inventory pages.

If you have many products which consist of only one hazardous chemical ingredient (such as in a laboratory), you may use the chemical inventory page which is limited to one ingredient per product. You can obtain a copy of this form from the RTK Program's website at [www.nj.gov/health/rtkweb](http://www.nj.gov/health/rtkweb)

### SINGLE HAZARDOUS CHEMICAL INGREDIENT FORM

0325	PRODUCT NAME: <b>Lime Water</b>
	<input type="checkbox"/> * <b>Lime – see Calcium Oxide</b>
0006	PRODUCT NAME: <b>Acetone</b>
	<input checked="" type="checkbox"/> *

Check ☒ If Ingredient is the same as Product Name

## EXAMPLES

In a vocational high school, there are two 55 gallon drums of antifreeze containing ethylene glycol. They are present at different locations in the school: one is in the auto mechanics classroom garage and the other is in the bus transportation maintenance garage. Even though the total quantity of the antifreeze is 110 gallons, each location has less than 100 gallons, and the antifreeze would be reported on the Small Quantities page twice. In this situation, you must list the exact location of the product on-site for each location.

RIGHT TO KNOW SURVEY UPDATE										
CHEMICAL INVENTORY FOR <b>SMALL</b> QUANTITIES										
(USING INVENTORY RANGE CODES 09-11 FOR PRODUCTS IN QUANTITIES LESS THAN 100 POUNDS, GALLONS, OR CUBIC FEET)										
(PHOTOCOPY THIS SHEET IF YOU NEED ADDITIONAL FORMS)										
NJEIN 4 9 9 9 9 9 0 0 0 6				ENTER CODES (See Page 2 of Survey for Codes)						EXACT LOCATION OF PRODUCT ON SITE (Optional)
SIC 8 2 1 1		NAICS 6 1 1 1 1 0		C O N T A I N E R	M I X T U R E	I N V E N T O R Y	U N I T	N U M B E R O F E M P L O Y E E S E X P O S E D O R P O T E N T I A L L Y E X P O S E D	S P E C I A L H E A L T H H A Z A R D C O D E S	
EMPLOYER NAME Anytown Board of Education										
FACILITY NAME Vocational School										
(1) SUBSTANCE NUMBER	(2) HAZARDOUS CHEMICAL NAME	(3) CAS NUMBER	(4) DOT NUMBER	(5)	(6)	(7)	(8)	(9)	(10)	(11)
	PRODUCT NAME: Serious Antifreeze			DS		11	G	1		
0878	Ethylene Glycol	107-21-1	3082		59					Auto mechanics classroom
	PRODUCT NAME: Serious Antifreeze			DS		11	G	1		
0878	Ethylene Glycol	107-21-1	3082		59					Bus garage

In a vocational high school, the product Thinit Lacquer Thinner, containing three ingredients found on the RTK Hazardous Substance List, is present in the Wood Shop classroom (3 one-gallon cans) and in the Building Maintenance supply room (4 one-gallon cans). There is a total quantity of 7 gallons. You can report the total quantity if it is less than 100 gallons. For this quantity, you would use the Inventory Range Code of "10." Report this product on the Small Quantities page.

RIGHT TO KNOW SURVEY UPDATE										
CHEMICAL INVENTORY FOR <b>SMALL</b> QUANTITIES										
(USING INVENTORY RANGE CODES 09-11 FOR PRODUCTS IN QUANTITIES LESS THAN 100 POUNDS, GALLONS, OR CUBIC FEET)										
(PHOTOCOPY THIS SHEET IF YOU NEED ADDITIONAL FORMS)										
NJEIN 4 9 9 9 9 9 0 0 0 6				ENTER CODES (See Page 2 of Survey for Codes)						EXACT LOCATION OF PRODUCT ON SITE (Optional)
SIC 8 2 1 1		NAICS 6 1 1 1 1 0		C O N T A I N E R	M I X T U R E	I N V E N T O R Y	U N I T	N U M B E R O F E M P L O Y E E S E X P O S E D O R P O T E N T I A L L Y E X P O S E D	S P E C I A L H E A L T H H A Z A R D C O D E S	
EMPLOYER NAME Anytown Board of Education										
FACILITY NAME Vocational School										
(1) SUBSTANCE NUMBER	(2) HAZARDOUS CHEMICAL NAME	(3) CAS NUMBER	(4) DOT NUMBER	(5)	(6)	(7)	(8)	(9)	(10)	(11)
	PRODUCT NAME: Thinit Lacquer Thinner			CN		10	G	10		
1076	Isopropyl Alcohol	67-63-0	1219		53				F3	Wood shop - Room 103 and Maintenance Supply Room 22
1258	Methyl Ethyl Ketone	78-93-3	1193		53				F3	
1866	Toluene	108-88-3	1294		57				TE, F3	

A shipment of 120 gallons of bleach in shipping cartons was delivered to the warehouse located on the High School grounds. Within five days, 50 gallons had been distributed throughout the high school at this facility. Since the bleach was present in the warehouse for such a short amount of time, you

do not have to list it on the Large Quantities page, but you should report the bleach on the Small Quantities page twice, once for the warehouse and once for the entire high school. In this situation, you must list the exact location of the product on-site for each location.

### RIGHT TO KNOW SURVEY UPDATE CHEMICAL INVENTORY FOR SMALL QUANTITIES

(USING INVENTORY RANGE CODES 09-11 FOR PRODUCTS IN QUANTITIES LESS THAN 100 POUNDS, GALLONS, OR CUBIC FEET)  
(PHOTOCOPY THIS SHEET IF YOU NEED ADDITIONAL FORMS)

NJEIN 4 9 9 9 9 9 0 0 0 0 6				ENTER CODES (See Page 2 of Survey for Codes)						EXACT LOCATION OF PRODUCT ON SITE (Optional)
SIC 8 2 1 1		NAICS 6 1 1 1 1 0		CONTAINER	MIXTURE	INVENTORY	UNIT	NUMBER OF EMPLOYEES EXPOSED OR POTENTIALLY EXPOSED	SPECIAL HEALTH HAZARD CODES	
EMPLOYER NAME Anytown Board of Education										
FACILITY NAME Willard High School										
(1) SUBSTANCE NUMBER	(2) HAZARDOUS CHEMICAL NAME	(3) CAS NUMBER	(4) DOT NUMBER	(5)	(6)	(7)	(8)	(9)	(10)	(11)
	PRODUCT NAME: Blue Bleach			BP		11	G	5		Warehouse
1707	Sodium Hypochlorite	7681-52-9	1791		52				CO	
	PRODUCT NAME: Blue Bleach			BP		11	G	5		Facility Wide
1707	Sodium Hypochlorite	7681-52-9	1791		52				CO	

## COMPLETION OF THE INVENTORY PAGES

ENTER THE REQUESTED INFORMATION IN EACH COLUMN.

IF ANY REQUIRED INFORMATION IS MISSING, INCOMPLETE, INCORRECT OR ILLEGIBLE, YOUR SURVEY WILL NOT BE ACCEPTED BY NJDHSS. THE ENTIRE SURVEY WILL BE RETURNED TO YOU FOR CORRECTION AND MUST BE RESUBMITTED TO ALL APPROPRIATE AGENCIES BY JULY 15, 2012.

TYPE OR LEGIBLY PRINT ALL INFORMATION.

## EMPLOYER INFORMATION

Enter your NJEIN, SIC code, NAICS code, and Employer Name and Facility Name on the upper left hand side of each inventory page. You will find this information on the cover page in the mailing address box.

NJEIN 4 9 9 9 9 9 0 0 0 0 6										
SIC 8 2 1 1				NAICS 6 1 1 1 1 0						
EMPLOYER NAME Anytown Board of Education										
FACILITY NAME Willard High School										



# PRODUCT INFORMATION

## Column (2) - PRODUCT NAME

If the product contains a chemical ingredient listed on the RTK Hazardous Substance List, enter the name of the product as it appears on the container label and MSDS. If more than one product is being reported, list the product names separately in the product name box.

This line must always be filled in.

When a product name is entered, you **must** also list its hazardous chemical ingredients.

NJEIN 4 9 9 9 9 0 0 0 0 6				ENTER CODES (See Page 2 of Survey for Codes)					
SIC 8 2 1 1		NAICS 6 1 1 1 1 0		CONTAINER (5)	MIXTURE (6)	INVENTORY (7)	UNIT (8)	NUMBER OF EMPLOYEES EXPOSED OR POTENTIALLY EXPOSED (9)	SPECIAL HEALTH HAZARD CODES (10)
EMPLOYER NAME Anytown Board of Education									
FACILITY NAME Willard High School									
(1) SUBSTANCE NUMBER	(2) HAZARDOUS CHEMICAL NAME	(3) CAS NUMBER	(4) DOT NUMBER	(5)	(6)	(7)	(8)	(9)	(10)
	PRODUCT NAME: XYZ Cleaner			BP		11	G	7	
1012	Hydrogen Chloride	7647-01-0	1050		53				CO



## Column (5) - CONTAINER (New Codes Added)

Enter the code for the type of container used to hold the product.

If a product is present in more than one container type, a separate entry must be made for each container type.

TA Above ground tank	CY Cylinder
TB Below ground tank	BG Bottles or jugs (glass)
TI Tank inside building	BP Bottles or jugs (plastic)
DS Steel drum	BN Tote bin
DP Plastic drum	TW Tank wagon
DF Fiber drum	RC Railcar
CN Can	BT Battery
CB Carboy	OT Other (describe)
SI Silo	HV HVAC
BA Bag	EE Electrical Equipment
BX Box	

ENTER CODES (See Page 2 of Survey for Codes)					
CONTAINER (5)	MIXTURE (6)	INVENTORY (7)	UNIT (8)	NUMBER OF EMPLOYEES EXPOSED OR POTENTIALLY EXPOSED (9)	SPECIAL HEALTH HAZARD CODES (10)
BP		11	G	7	
	53				CO



(1) SUBSTANCE NUMBER	(2) HAZARDOUS CHEMICAL NAME	(3) CAS NUMBER	(4) DOT NUMBER
	PRODUCT NAME: XYZ Cleaner		
1012	Hydrogen Chloride	7647-01-0	1050

## Column (7) - INVENTORY

Enter the code for the inventory range that represents the **maximum quantity** of the product present at the facility at any time during the reporting year. This quantity should be reported in the appropriate unit of measure. (See instructions for Column (8) - Unit of Measure).



				ENTER CODES (See Page 2 of Survey for Codes)					
(1) SUBSTANCE NUMBER	(2) HAZARDOUS CHEMICAL NAME	(3) CAS NUMBER	(4) DOT NUMBER	(5) CONTAINER	(6) MIXTURE	(7) INVENTORY	(8) UNIT	(9) NUMBER OF EMPLOYEES EXPOSED OR POTENTIALLY EXPOSED	(10) SPECIAL HEALTH HAZARD CODES
20	10 Million or Greater	14	1,000 to 9,999						
19	1,000,001 to 9,999,999	13	500 to 999						
18	500,000 to 999,999	12	100 to 499						
17	100,000 to 499,999	11	10 to 99						
16	25,000 to 99,999	10	1 to 9						
15	10,000 to 24,999	09	Less than 1						
	PRODUCT NAME: XYZ Cleaner			BP		11	G	7	
1012	Hydrogen Chloride	7647-01-0	1050		53				CO

Example: There are 10 cases of XYZ Cleaner. Each case holds eight 48-ounce bottles of cleaner.

You need to calculate the number of gallons of cleaner as follows:

$$8 \text{ bottles} \times 48 \text{ ounces/bottle} \times 10 \text{ cases} = 3,840 \text{ ounces}$$

$$3,840 \text{ ounces} \div 128 \text{ ounces/gallon} = 30 \text{ gallons}$$

Enter code "11" since 30 gallons is found in the range between 11 and 99 gallons.

Do not list the number of containers.

## Column (8) - UNIT OF MEASURE

Enter the code for the product's appropriate unit of measure. Enter **P**ounds for solids, **G**allons for liquids, or **C**ubic feet for gases.

## CONVERSION CHART

COMPRESSED GASES (C)	SOLIDS (P)	LIQUIDS
<b>1 pound (lb) = cubic feet</b>  Acetylene      14.76      ft <sup>3</sup> Argon            9.7        ft <sup>3</sup> Carbon Dioxide   8.7        ft <sup>3</sup> Chlorine          5.38      ft <sup>3</sup> Nitrous Oxide    8.74      ft <sup>3</sup> Nitrogen          13.81     ft <sup>3</sup> Oxygen           12.08     ft <sup>3</sup> Propane          8.62      ft <sup>3</sup>	          <b>16 ounces – 1 pound</b>  <b>453.6 grams = 1 pound</b>	<b>English System</b>  32 ounces      =    1 quart 4 quarts        =    1 gallon 128 ounces     =    1 gallon  <b>Metric System</b>  29.5 milliliters   =    1 ounce 1 liter            =    1.06 quarts 3.785 liters       =    1 gallon

				ENTER CODES (See Page 2 of Survey for Codes)					
(1) SUBSTANCE NUMBER	(2) HAZARDOUS CHEMICAL NAME	(3) CAS NUMBER	(4) DOT NUMBER	C O N T A I N E R (5)	M I X T U R E (6)	I N V E N T O R Y (7)	U N I T (8)	N U M B E R O F E M - P L O Y E E S E X P O S E D O R P O T E N - T I A L L Y E X P O S E D (9)	S P E C I A L H E A L T H H A Z A R D C O D E S (10)
	PRODUCT NAME: XYZ Cleaner			BP		11	G	7	
1012	Hydrogen Chloride	7647-01-0	1050		53				CO

### Column (9) - NUMBER OF EMPLOYEES EXPOSED OR POTENTIALLY EXPOSED\*

Enter the maximum number of employees exposed or potentially exposed to the product being reported.

Example: Seven (7) custodians use or may use XYZ Cleaner.

				ENTER CODES (See Page 2 of Survey for Codes)					
(1) SUBSTANCE NUMBER	(2) HAZARDOUS CHEMICAL NAME	(3) CAS NUMBER	(4) DOT NUMBER	C O N T A I N E R (5)	M I X T U R E (6)	I N V E N T O R Y (7)	U N I T (8)	N U M B E R O F E M - P L O Y E E S E X P O S E D O R P O T E N - T I A L L Y E X P O S E D (9)	S P E C I A L H E A L T H H A Z A R D C O D E S (10)
	PRODUCT NAME: XYZ Cleaner			BP		11	G	7	
1012	Hydrogen Chloride	7647-01-0	1050		53				CO

**\*"Exposed"** means that an employee comes in contact with a hazardous chemical on the RTK Hazardous Substance List in the course of employment through any route of entry (inhalation, ingestion, or skin contact).

**"Potential exposure"** means that an employee may come into contact with a hazardous chemical as the result of a foreseeable emergency.

## Column (11) – LOCATION

### LARGE QUANTITIES PAGE

Enter the exact location where the reported product is found at the facility on the Large Quantities Inventory page of the survey. ***It is mandatory to report the location of the product on this page.*** Be as specific as possible. For example, say “warehouse,” “shed behind garage,” “Room 14,” “motor vehicle repair garage,” etc.

**RIGHT TO KNOW SURVEY UPDATE**  
**CHEMICAL INVENTORY FOR LARGE QUANTITIES AT SINGLE LOCATIONS**  
(USING INVENTORY RANGE CODES 12 THROUGH 20 FOR PRODUCTS PRESENT  
 IN QUANTITIES GREATER THAN 99 POUNDS, GALLONS OR CUBIC FEET)  
 (PHOTOCOPY THIS SHEET IF YOU NEED ADDITIONAL FORMS)

NJEIN 4 3 8 1 1 1 0 0 0 2				ENTER CODES (See Page 2 of Survey for Codes)						EXACT LOCATION OF PRODUCT ON SITE (Mandatory)
SIC 9 1 3 1		NAICS 9 2 1 1 4 0		CONTAINER (5)	MIXTURE (6)	INVENTORY (7)	UNIT (8)	NUMBER OF EMPLOYEES EXPOSED OR POTENTIALLY EXPOSED (9)	SPECIAL HEALTH HAZARD CODES (10)	
EMPLOYER NAME Anytown Borough										
FACILITY NAME Department of Public Works - Warehouse										
(1) SUBSTANCE NUMBER	(2) HAZARDOUS CHEMICAL NAME	(3) CAS NUMBER	(4) DOT NUMBER	(5)	(6)	(7)	(8)	(9)	(10)	(11)
	PRODUCT NAME: Slick Floor Degreaser			DP		12	G	5		
0275	2-Butoxy Ethanol	111-76-2	2369		52					Cage room warehouse
1706	Sodium Hydroxide	1310-73-2	1823		53				CO	

### SMALL QUANTITIES PAGE

This entry is optional when reporting a product on the Small Quantities Inventory page. If you list the location and the product is present in many rooms throughout the facility, describe it as “facility wide.”

**RIGHT TO KNOW SURVEY UPDATE**  
**CHEMICAL INVENTORY FOR SMALL QUANTITIES**  
(USING INVENTORY RANGE CODES 09-11 FOR PRODUCTS IN QUANTITIES LESS THAN 100 POUNDS, GALLONS, OR CUBIC FEET)  
 (PHOTOCOPY THIS SHEET IF YOU NEED ADDITIONAL FORMS)

NJEIN 4 9 9 9 9 9 0 0 0 6				ENTER CODES (See Page 2 of Survey for Codes)						EXACT LOCATION OF PRODUCT ON SITE (Optional)
SIC 8 2 1 1		NAICS 6 1 1 1 1 0		CONTAINER (5)	MIXTURE (6)	INVENTORY (7)	UNIT (8)	NUMBER OF EMPLOYEES EXPOSED OR POTENTIALLY EXPOSED (9)	SPECIAL HEALTH HAZARD CODES (10)	
EMPLOYER NAME Anytown Board of Education										
FACILITY NAME Williard High School										
(1) SUBSTANCE NUMBER	(2) HAZARDOUS CHEMICAL NAME	(3) CAS NUMBER	(4) DOT NUMBER	(5)	(6)	(7)	(8)	(9)	(10)	(11)
	PRODUCT NAME: XYZ Cleaner			BP		11	G	7		
1012	Hydrogen Chloride	7647-01-0	1050		53				CO	Facility wide

## HAZARDOUS CHEMICAL INGREDIENTS

- The RTK Hazardous Substance List must be used to complete the hazardous chemical ingredient columns (1), (2), (3), (4) and (10).
- Do not list non-hazardous ingredients (e.g., water).
- If you cannot find the name of an ingredient on the RTK Hazardous Substance List, look it up by CAS number on the "search by" feature. You may be dealing with a synonym (which is another name for the ingredient).

### Column (1) - SUBSTANCE NUMBER

Enter the Substance Number that is listed on the RTK Hazardous Substance List next to the chemical

Substance No.	Common Name <i>CHEMICAL NAME</i>	CAS No.	DOT No.	<a href="#">Special Health Hazard Code(s)</a>	<a href="#">Sources</a>
<b>1012</b>	<b>HYDROGEN CHLORIDE</b> <i>HYDROCHLORIC ACID</i>	7647-01-0	1050	<a href="#">CO</a> R1	<a href="#">1</a> <a href="#">2</a> <a href="#">3</a> <a href="#">4</a> <a href="#">6</a> <a href="#">7</a> <a href="#">8</a> <a href="#">15</a> <a href="#">17</a> <a href="#">18</a> <a href="#">19</a> <a href="#">20</a> <a href="#">22</a>
Fact Sheet(s) <a href="#">English</a> <a href="#">español</a>	<b>Synonym(s):</b> <ul style="list-style-type: none"> <li>HYDROCHLORIC ACID</li> <li>MURIATIC ACID</li> </ul>				

name of the hazardous chemical ingredient of the product.

### Column (2) - HAZARDOUS CHEMICAL NAME

Enter the name(s) of the hazardous chemical ingredient(s). Only the common chemical name, official chemical name, or synonym that appears on the RTK Hazardous Substance List can be used.

Even if the product name is the same as the ingredient name (e.g., propane), you must still list the ingredient name.

				ENTER CODES (See Page 2 of Survey for Codes)					
(1) SUBSTANCE NUMBER	(2) HAZARDOUS CHEMICAL NAME	(3) CAS NUMBER	(4) DOT NUMBER	C O N T A I N E R (5)	M I X T U R E (6)	I N V E N T O R Y (7)	U N I T (8)	N U M B E R O F E M - P L O Y E E S E X P O S E D O R P O T E N T I A L L Y E X P O S E D (9)	S P E C I A L H E A L T H H A Z A R D C O D E S (10)
	PRODUCT NAME: XYZ Cleaner			BP		11	G	7	
1012	Hydrogen Chloride	7647-01-0	1050		53				CO

If there are **more than four hazardous chemical ingredients**, continue listing them into the next product ingredient lines. Write "Continued" or "Cont." on the Product Name line. See the example on the Small Quantities Inventory page.

### Column (3) - CAS NUMBER\*

Enter the CAS number found on the RTK Hazardous Substance List for each hazardous chemical ingredient.

If no CAS number is listed, leave this space blank.

				ENTER CODES (See Page 2 of Survey for Codes)					
(1) SUBSTANCE NUMBER	(2) HAZARDOUS CHEMICAL NAME	(3) CAS NUMBER	(4) DOT NUMBER	C O N T A I N E R (5)	M I X T U R E (6)	I N V E N T O R Y (7)	U N I T (8)	N U M B E R O F E M - P L O Y E E S E X P O S E D O R P O T E N - T I A L L Y E X P O S E D (9)	S P E C I A L H E A L T H H A Z A R D C O D E S (10)
	PRODUCT NAME: XYZ Cleaner			BP		11	G	7	
1012	Hydrogen Chloride	7647-01-0	1050		53				CO

\*CAS Number = Chemical Abstracts Service Number - This is the unique identification number assigned to chemicals by the Chemical Abstracts Service (of the American Chemical Society).

### Column (4) - DOT NUMBER

Enter the U.S. Department of Transportation (DOT) number from the RTK Hazardous Substance List for each hazardous chemical ingredient. If a DOT number is not listed, leave this space blank.

If the DOT number on the container label or MSDS is different from the number on the RTK Hazardous Substance List, use the number on the RTK Hazardous Substance List.

				ENTER CODES (See Page 2 of Survey for Codes)					
(1) SUBSTANCE NUMBER	(2) HAZARDOUS CHEMICAL NAME	(3) CAS NUMBER	(4) DOT NUMBER	C O N T A I N E R (5)	M I X T U R E (6)	I N V E N T O R Y (7)	U N I T (8)	N U M B E R O F E M - P L O Y E E S E X P O S E D O R P O T E N - T I A L L Y E X P O S E D (9)	S P E C I A L H E A L T H H A Z A R D C O D E S (10)
	PRODUCT NAME: XYZ Cleaner			BP		11	G	7	
1012	Hydrogen Chloride	7647-01-0	1050		53				CO

## Column (6) - MIXTURE

Enter the code which indicates the concentration of the hazardous chemical in the mixture.

You may need to contact the manufacturer or supplier to get this information if it does not appear on the container label or MSDS. If the concentration is unknown after making a good faith effort to determine this information (at least two contacts), use code "61."

If you list all "61's," the survey will be returned to you.

- 61 Unknown
- 60 100%
- 59 90 to 99%
- 58 80 to 89%
- 57 70 to 79%
- 56 60 to 69%
- 55 50 to 59%
- 54 25 to 49%
- 53 10 to 24%
- 52 1 to 9%
- 51 0.1 to 0.9%

**Example:** Hydrogen Chloride makes up 12% of XYZ Cleaner.

Use code "53."

				ENTER CODES (See Page 2 of Survey for Codes)					
(1) SUBSTANCE NUMBER	(2) HAZARDOUS CHEMICAL NAME	(3) CAS NUMBER	(4) DOT NUMBER	C O N T A I N E R (5)	M I X T U R E (6)	I N V E N T O R Y (7)	U N I T (8)	N U M B E R O F E M - P L O Y E E S E X P O S E D O R P O T E N - T I A L L Y E X P O S E D (9)	S P E C I A L H E A L T H H A Z A R D C O D E S (10)
	PRODUCT NAME: XYZ Cleaner			BP		11	G	7	
1012	Hydrogen Chloride	7647-01-0	1050		53				CO

## Column (10) - SPECIAL HEALTH HAZARD CODES

Enter the appropriate code for the hazardous chemical ingredient if it is considered a Special Health Hazard (SHH) on the RTK Hazardous Substance List.

Special Health Hazard Codes include:

CA	Carcinogen	F3	Flammable -Third Degree
MU	Mutagen	R4	Reactive - Fourth Degree
TE	Teratogen	R3	Reactive - Third Degree
CO	Corrosive	R2	Reactive - Second Degree
F4	Flammable - Fourth Degree		

If you do not list the appropriate Special Health Hazard codes, the survey will be returned to you.

				ENTER CODES (See Page 2 of Survey for Codes)					
(1) SUBSTANCE NUMBER	(2) HAZARDOUS CHEMICAL NAME	(3) CAS NUMBER	(4) DOT NUMBER	C O N T A I N E R (5)	M I X T U R E (6)	I N V E N T O R Y (7)	U N I T (8)	N U M B E R O F E M - P L O Y E E S E X P O S E D O R P O T E N - T I A L L Y E X P O S E D (9)	S P E C I A L H E A L T H H A Z A R D C O D E S (10)
	PRODUCT NAME: XYZ Cleaner			BP		11	G	7	
1012	Hydrogen Chloride	7647-01-0	1050		53				CO



## INSTRUCTIONS FOR REPORTING PRODUCTS WITH UNKNOWN INGREDIENTS

If you are unable to identify the hazardous chemical ingredients in a product from the label or the MSDS, you need to contact the manufacturer or supplier. Even if you obtain an MSDS, it may say that the product contains "No Hazardous Substances." Since the company that prepared the MSDS was probably not referring to New Jersey RTK requirements, you should contact them for the names of all hazardous and the five most predominant chemical ingredients in the product. This serves a dual function because you will need to know the five most predominant ingredients as well as all of the hazardous ingredients for the RTK container label.

A sample request form you can use is located at the end of this instruction booklet.

If you have not been able to obtain this information after making a good faith effort (at least two contacts), complete the form entitled "Products with Unknown Ingredients." Enter your employer and facility name, NJEIN number and SIC/NAICS codes (found in the survey mailing address box) at the top of this form. In the space on the left-hand side of the form, enter the name of the product for which you have been unable to identify all the ingredients. In the space on the right, enter the name and address of the manufacturer or supplier that you contacted. Complete a separate entry for each product. Attach this form to your RTK Survey.



New Jersey Department of Health and Senior Services

### RIGHT TO KNOW SURVEY UPDATE

### PRODUCTS WITH UNKNOWN INGREDIENTS

To Be Completed Only When You Are Unable to  
Identify Specific Chemical Components of a Trade Name Substance

*Make sufficient  
blank copies  
of this form.*

<b>NAME OF EMPLOYER AND FACILITY</b> <b>Borough of Anytown, Department of Public Works</b>	<b>NJEIN</b> <b>43811100002</b>	<b>SIC</b> <b>9131</b>	<b>NAICS</b> <b>921140</b>
<b>Main Identifying Trade Name of Product With Unknown Ingredients (1)</b>	<b>Manufacturer's or Supplier's Name, Mailing Address, City, State, and Zip Code (2)</b>		
<b>1</b>  <b>Wipeoff</b>	<b>XYZ Dysolve</b> <hr/> <b>37 Aromatic Drive</b> <hr/> <b>Aldehyde, N.Y., 00073</b>		



## WHERE TO SEND THE SURVEY

- Make at least six (6) copies of the completed RTK Survey Update.
- Be sure to place the Large Quantities Chemical Inventory page(s) immediately after the cover page when submitting your survey so it can be easily accessed when the survey is being reviewed by emergency responders.

NJDHSS must receive the RTK Survey with the original signature of the Responsible Official by July 15, 2012. Please attach the pages by stapling. Return to:

RTK Survey  
NJDHSS  
P.O. Box 368  
Trenton, NJ 08625-0368

- Send copies of your 2011 RTK Survey Update to the following agencies:
  - your local fire department,
  - your local police department,
  - your designated County Lead Agency (addresses at [www.nj.gov/health/rtkweb](http://www.nj.gov/health/rtkweb))
  - your Local Emergency Planning Committee
  - your Local Health Department (**not** the Board of Health)

**NOTE:** IF YOU REPORTED **NO** HAZARDOUS CHEMICALS, OR **NO** ADDITIONS TO YOUR 2011 INVENTORY, **YOU DO NOT HAVE TO SUBMIT the 2011 RTK Survey Update**

Keep a copy of your 2011 RTK Survey Update in the RTK Central File at your facility and attach it to your 2008 complete RTK Survey and your 2009 and 2010 RTK Survey Update.

You are required by law to provide your employees, upon their request, with a copy of the RTK Survey and Survey Updates, as well as appropriate Material Safety Data Sheets\* and Hazardous Substance Fact Sheets\*\*, as soon as possible but no later than five working days after the request is made.

\*MATERIAL SAFETY DATA SHEETS (MSDSs) can be obtained by contacting your supplier or the product manufacturer.

\*\*HAZARDOUS SUBSTANCE FACT SHEETS (HSFS) are developed and made available on the RTK website [www.nj.gov/health/rtkweb](http://www.nj.gov/health/rtkweb) by the New Jersey Department of Health and Senior Services.

Please periodically check (at least once per year) that your RTK Central Files have the most up-to-date versions of MSDSs.

## **SAMPLE LETTER TO REQUEST MSDS AND PRODUCT INGREDIENTS**

(DATE)

(NAME)

(ADDRESS)

Dear Sir/Madam:

The New Jersey Worker and Community RTK Act (N.J.S.A. 34:5A-1 et seq.) establishes a comprehensive system for the disclosure and dissemination of information concerning hazardous chemicals in the workplace and the environment.

The Act requires that all hazardous chemicals on the New Jersey RTK Hazardous Substance List must be reported to the State of New Jersey.

Employers are also required to maintain Material Safety Data Sheets (MSDS) and to label all containers with the names and CAS numbers of all hazardous ingredients as well as the five most predominant ingredients present in each product. This includes non-hazardous ingredients.

One or more of the products that we purchased from your company does not contain a complete list of ingredients, with the CAS number, on the label nor on the MSDS.

In order to comply with the Worker and Community RTK Act, we are requesting that you provide us with the MSDS and a list of the chemical names and CAS numbers of all hazardous ingredients and the five most predominant ingredients for the products indicated below.

Thank you for your assistance in this matter.

Sincerely,

***PRODUCT NUMBER***

***PRODUCT NAME***

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